

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

### PROBATION OFFICER

Class Title: **PROBATION OFFICER- TRAINEE**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Unknown**  
Date Revised: **8/14/00; 8/16/02; 11/20/02 (MQ's)**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **Trainee 14/ Probation Officer 16**

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**DISTINGUISHING FEATURES OF THE CLASS:** The trainee level is used to recruit probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. This is the beginning position at the professional level in probation work. The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A probation officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. He/she assists persons on probation and other persons whom the probation agency services. A probation officer works under supervision of a higher ranking professional employee and may help to supervise the work of probation assistants, probation officer trainees, or volunteers. Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of service. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform Supervision of persons in lieu of court action;  
Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;  
Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;  
Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;  
Prepares violation reports and testifies at delinquency hearings;  
Establishes and maintains contact with other social law enforcement agencies and cooperates with them in matters of mutual interest;  
Helps to maintain a variety of records utilized by the probation office;  
Assists in supervision of probation officer trainees, probation assistants and volunteers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Basic knowledge of social sciences, including sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material.

**MINIMUM QUALIFICATIONS:**

**PROBATION OFFICER TRAINEE:**

Bachelor's degree from a regionally accepted college or university or one recognized by the New York State Education Department, with at least thirty (30) credit hours in social or behavioral science.

Last Reviewed: n/a  
Last Updated: 11/20/02  
Reviewed By: n/a  
Last Reallocated: n/a

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**PROBATION OFFICER:**

- (A) Master's degree in social work, education, administration, law, sociology, psychology, criminology or a related field; **OR**
- (B) Bachelor's degree and two (2) years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work: **OR**
- (C) An acceptable combination of training and experience as defined by the limits of (A) and (B).

\*The position of Probation Officer may also be filled by a Probation Officer Trainee who has completed one (1) year of permanent service in that capacity.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.